



Charles County Department of Emergency Services STANDARD OPERATING PROCEDURES

Section 101 - Human Resources

Human Resources - 101.00		
S.O.P. # 101.06	Duty Hours and Attendance Policy	PAGE: 1 OF 2
EFFECTIVE: 07/01/2001	Authorized: John Filer, Chief	
REVISED: 07/01/2018	Authorized: William Stephens, Director	

101.06.01 Purpose

To establish the EMS Division procedures governing attendance, duty hours, failure to report, relief and calling out from an assigned shift.

101.06.02 Responsibility

1. The Office of the Chief will determine the reporting times for EMS Field Operations, Special Operations and Office Support Personnel.
2. All on-duty Medical Duty Officers (MDO) and/or Special Operations Coordinator shall verify that their personnel report to their assigned locations on time.
3. Personnel required to hold over will be compensated per the *Charles County Personnel Policy and Procedure Manual*.
4. All personnel are responsible for reporting to their assigned duty location on time and ready for duty.

101.06.03 Attendance

EMS operations personnel assigned to shift work are required to report for duty which may include holidays and weekends. Uniformed personnel assigned to administrative support positions are required to work a 40-hour workweek and follow the prescribed holiday schedule as outlined in the *Charles County Personnel Policy and Procedure Manual*. Non-uniformed administrative support staff are required to work the adopted hours/schedule for their position and follow the prescribed holiday schedule as outlined in the *Charles County Personnel Policy and Procedure Manual*.

101.06.04 Duty Hours

The reporting time for 24 hour rotational shift personnel is 0700.

1. Pay periods begin Saturday at 1900 hours and end at 1900 hours the following Saturday.
2. Reporting time for administrative personnel is 0800 unless otherwise approved by the Office of the Chief.



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101.06.05 Failure to Report

1. When an employee fails to report on time and personnel are held over, those held over shall be compensated according to Charles County Personnel Policy and Procedures Manual. The employee failing to report shall be charged with the appropriate amount and type of leave.
2. Employees are expected to report to work on time. Tardiness is defined as arriving any time after the scheduled shift start time.
3. For any employee who fails to report or reports late for duty, the minimum disciplinary action shall be as outlined in Chapter 10 of the Charles County Personnel Policy and Procedures Manual.

101.06.06 Relief

1. Routine Relief

- a. Personnel shall remain on-duty until they are properly relieved. This responsibility includes:
 - I. Presence, ability to perform and readiness for duty in the assigned position.
 - II. Release by his/her immediate supervisor.
- b. The EMS Operations Chief may holdover or delegate the authority to holdover, any or all personnel going off-duty, or recall off-duty personnel in the event of extenuating circumstances.

2. Early Relief

To provide some flexibility in relief time, personnel going on-duty may relieve personnel scheduled to go off-duty up to two (2) hours before the specified time.

101.06.07 Amendments to the Guideline

With the exception of administrative hours, amendments to the guideline are subject to the terms of the collective bargaining agreement (CBA) between the IAFF Local 4658 and Charles County Commissioners.